

# Comparisons of Job Characteristics

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Law Clerks (23-2092)

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<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 93

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Law Clerks (23-2092)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Law and Government	5.9	17.2	13.8	<< Extensive education and/or training may be required
English Language	11.2	16.3	16.1	0 Current knowledge level may be sufficient
Clerical	7.3	15.5	22.3	>> Current knowledge level is likely more than sufficient
Customer and Personal Service	11.3	11.5	12.1	0 Current knowledge level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 94

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Law Clerks (23-2092)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Reading Comprehension	10.7	17.0	13.0	<< Extensive development of skills in this area may be required
Critical Thinking	10.8	15.8	9.8	<< Extensive development of skills in this area may be required
Active Listening	11.0	14.4	11.8	< A higher skill level may be required
Writing	9.2	13.4	12.9	0 Current skill level may be sufficient
Active Learning	8.7	11.2	6.9	<< Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 95			
Focus Occupation: Legal Secretaries (43-6012) Associated Occupation: Law Clerks (23-2092)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Written Comprehension	11.0	16.4	13.3	<	Some improvement in abilities may be required
Near Vision	11.1	15.9	14.6	0	Current ability level may be sufficient
Oral Comprehension	12.5	15.1	12.9	<	Some improvement in abilities may be required
Written Expression	9.8	14.9	12.2	<	Some improvement in abilities may be required
Inductive Reasoning	10.2	13.2	7.9	<<	Extensive improvement in abilities may be required
Information Ordering	9.9	11.5	9.3	<	Some improvement in abilities may be required
Category Flexibility	9.0	10.7	9.0	<	Some improvement in abilities may be required
Memorization	5.6	7.6	5.0	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 77
Focus Occupation: Legal Secretaries (43-6012) Associated Occupation: Law Clerks (23-2092)		
Work Activities	Exclusivity of Activity	
Assist with legal research	95	
File documents in court	81	
Maintain records, reports, or files	5	
Organize legal information or records	80	
Use oral or written communication techniques	1	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: n/a

**Focus Occupation: Legal Secretaries (43-6012)**

**Associated Occupation: Law Clerks (23-2092)**

### Tools and Technologies

### Exclusivity

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.